

IDAHO COUNCIL ON DEVELOPMENTAL DISABILITIES

***GOVERNANCE COMMITTEE MEETING***

***Thursday, January 25, 2007***

***10:00 a.m. – 11:30 a.m.***

***Parkcenter Marriott Spring Hill Suites, Boise***

**Committee Members: Debbie DePaola, Rick Betzer, James Steed, Kim Kane, Liz Ricciardi, Dona Butler, Julie Fodor**

**MINUTES**

AGENDA ITEM	ACTION
<b>Call to order</b>	Meeting was called to order at 10:05 a.m. Members in attendance: Dona Butler, Rick Betzer, Kim Kane, and Liz Ricciardi. Members absent: Debbie DePaola, James Steed, and Julie Fodor. Staff present: Marilyn Sword, Amanda Holloway Visitors: Matt Wappett.
<b>Approval of Minutes</b>	Kim Kane made motion to approve November 2, 2006 Governance Committee meeting minutes, Liz seconded. The minutes were approved unanimously.
<b>Code of Ethics</b>	Kim Kane presented a draft Code of Ethics after researching the Washington code of ethics and other various government entities. Rick suggested adding a statement that captures state and federal laws regarding personnel. Marilyn suggested adding verbiage pertaining to employment that might be a conflict of interest. Kim will research language regarding abuse of time and what that entails. Marilyn will research code of ethics for the cabinet, for appointed staff. Kim will add suggested comments and present revised draft at next council meeting.
<b>Grievance Process Policy</b>	Marilyn Sword presented a revised draft Grievance Process Policy. The Division of Human Resources (DHR) suggested the policy was too rigorous and Marilyn made some revisions. The Committee also received a copy of Idaho's Due Process and Problem Solving Procedures for

	state employees. The revised draft Grievance Policy incorporates those procedures and outlines the steps for
<b>Grievance Process Policy (cont'd)</b>	Council staff to follow in communicating about issues of concern before resorting to filing a grievance with DHR. Marilyn has sent the revised draft to DHR and not received back any comments. A retaliation clause will also be added to the policy. Marilyn hopes to finalize the policy after the legislative session and present them at the next council meeting.
<b>Conference Funding Requests/Reports</b>	<p>The Committee reviewed conference report from Joy Cameron.</p> <p>The Committee reviewed an application from the Fleming family for funding to attend conference in California. The Council generally doesn't support two people to go to the same the conference. It was suggested that the applicant contact IPUL as well as civic clubs like Rotary or Kiwanis. . Liz mentioned that it is difficult for only one parent to receive the information from the conference. Rick suggested maybe there is media information available at the conference for the other parent. <b>Kim made a motion to fully fund one parent in the amount of \$583; Liz seconded. Motion passed unanimously.</b></p> <p>Dona Butler submitted an application to attend the Voice of the Retarded" (VOR) annual meeting to represent Idaho. Kim suggested that Dona attends the meeting and speak to the leadership of the organization about changing its name. Marilyn mentioned that VOR lobbies against DD Councils but that this may present an opportunity for a Council member to share with them the importance of Councils. <b>Kim moved to approve Dona's request in the amount of \$450, Liz seconded. Request was approved unanimously with Dona abstaining.</b></p>

<b>Executive Director Evaluation Process and Forms</b>	<p>Kim Kane presented a revised draft Executive Director Evaluation Feedback form and scoring sheet. She explained the subcategories on the scoring sheet have been clarified. Kim proposed creating a tally sheet to score all evaluation forms. Marilyn asked what happens if only the main questions are answered and not the sub-questions. It was also suggested that Survey Monkey might be used for the Executive Director Evaluation Feedback Form, since members respond better to electronic formats. Kim is in favor of using hard copies and handing them out at meetings since Survey Monkey is not accessible. It was decided that the forms will be mailed out ahead of time, separate from the packet, to allow for adequate time to fill out. Marilyn suggested training during the next council meeting on how to fill out the form. Marilyn asked what if the subquestions are not consistent with the main questions. Kim suggested that would be a result of not understanding the form. <b>Liz made a motion to recommend the use of the form and process to the full Council, it was seconded by Dona. Motion was approved unanimously.</b></p>
<b>Next meeting</b>	<p>The next meeting will be held at <b>10:30 am on Thursday, April 19, 2007.</b></p>
<b>Agenda Items</b>	<p>Next meeting agenda items include:</p> <ul style="list-style-type: none"> <li>• Code of Ethics</li> <li>• Conflict Resolution</li> <li>• Report from Flemings.</li> <li>• Executive Director Evaluation Training (full Council)</li> </ul>
<b>Adjourn</b>	<p>There being no further business, the meeting adjourned at noon.</p>

